

# Code of Conduct

Heavy Vehicle Competency Based Assessment Industry



# Code of Conduct

## Learning Objectives

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By the end of this session, attendees will be able to:

Describe their ***responsibilities*** under the Code of Conduct

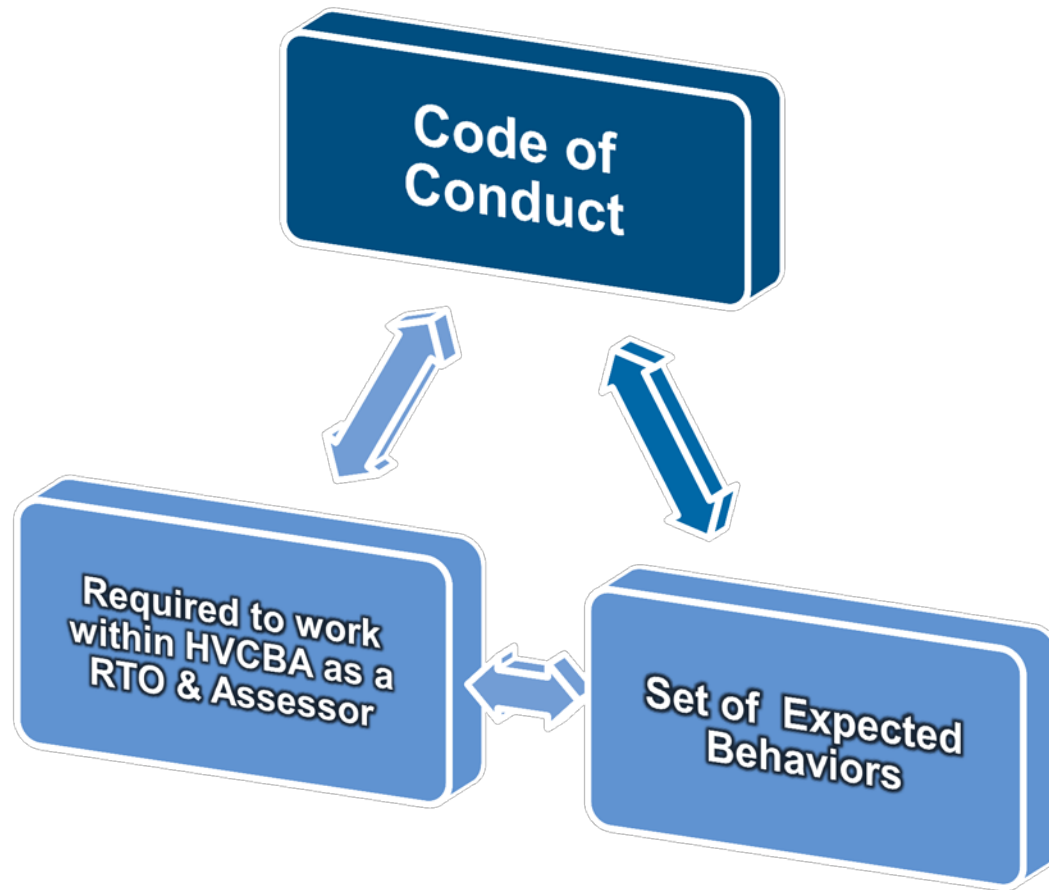
Recognise and identify ***behaviours*** that are in breach of the Code of Conduct

Understand the ***reporting procedures*** for breaches for the Code of Conduct

# Code of Conduct

## Introduction

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# Code of Conduct

## Introduction & Overview

The Code provides a common set of underlying ***moral values*** based on:



# Code of Conduct

## Introduction & Overview

It provides commonly agreed business responsibilities and awareness in:

Safety

Diversity & Inclusion

Responsibilities

Confidentiality

Conflict of Interest

Unprofessional Conduct

Acceptance of bribes

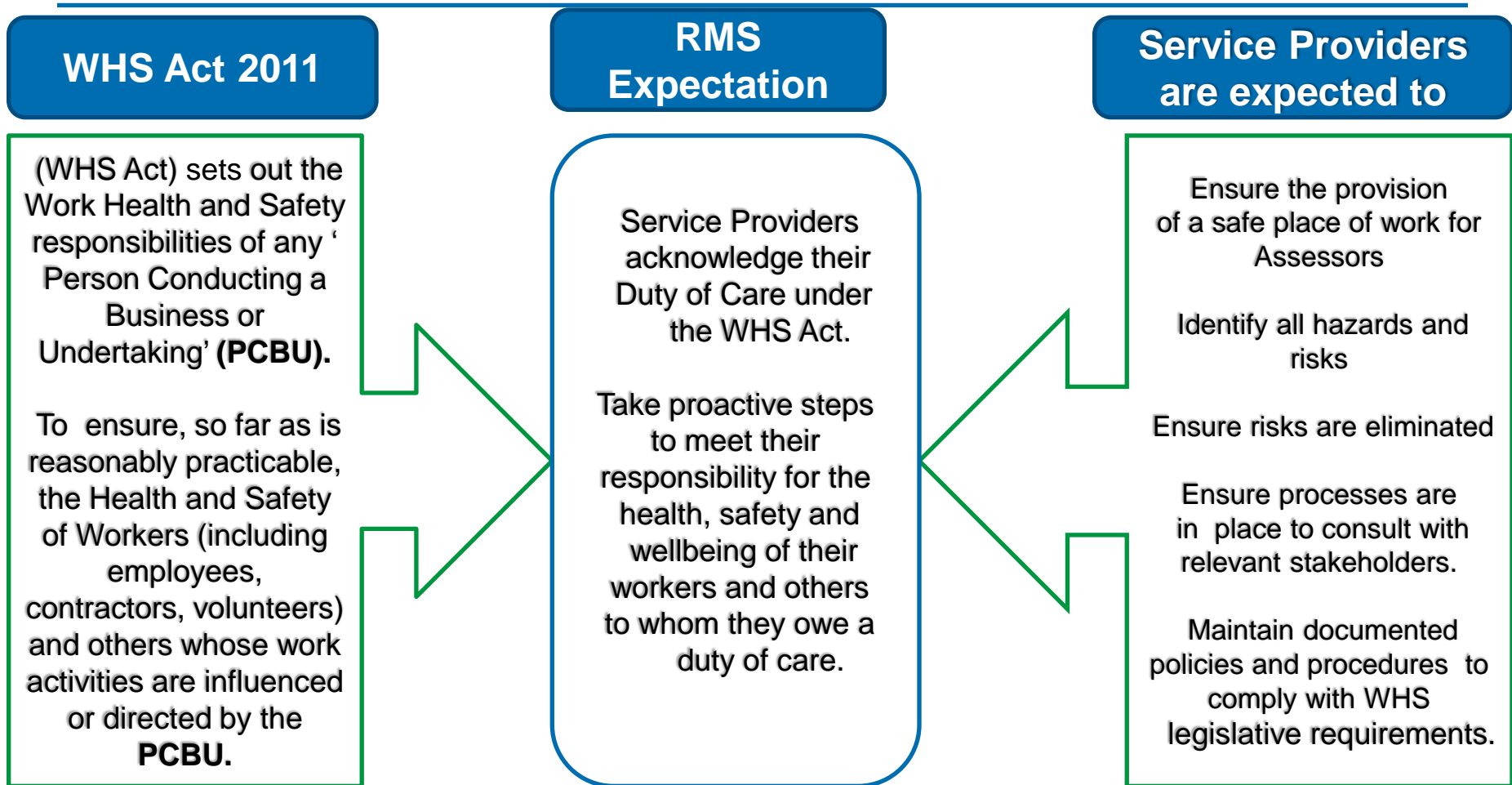
Acceptance of gifts or benefits

Reporting corrupt conduct

Compliance and Enforcement

# Code of Conduct

## Safety



# Code of Conduct

## Diversity & Inclusion

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# Code of Conduct

## Diversity

**Diversity** refers to a broad range of factors that make people *unique*

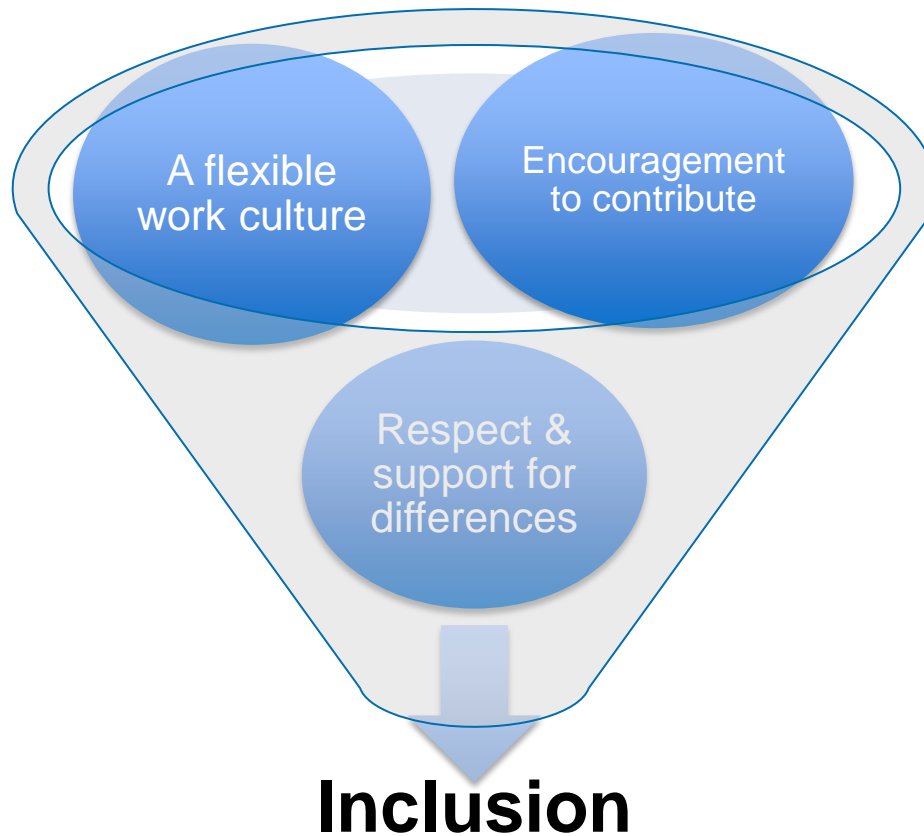




# Code of Conduct

Inclusion covers the following ....

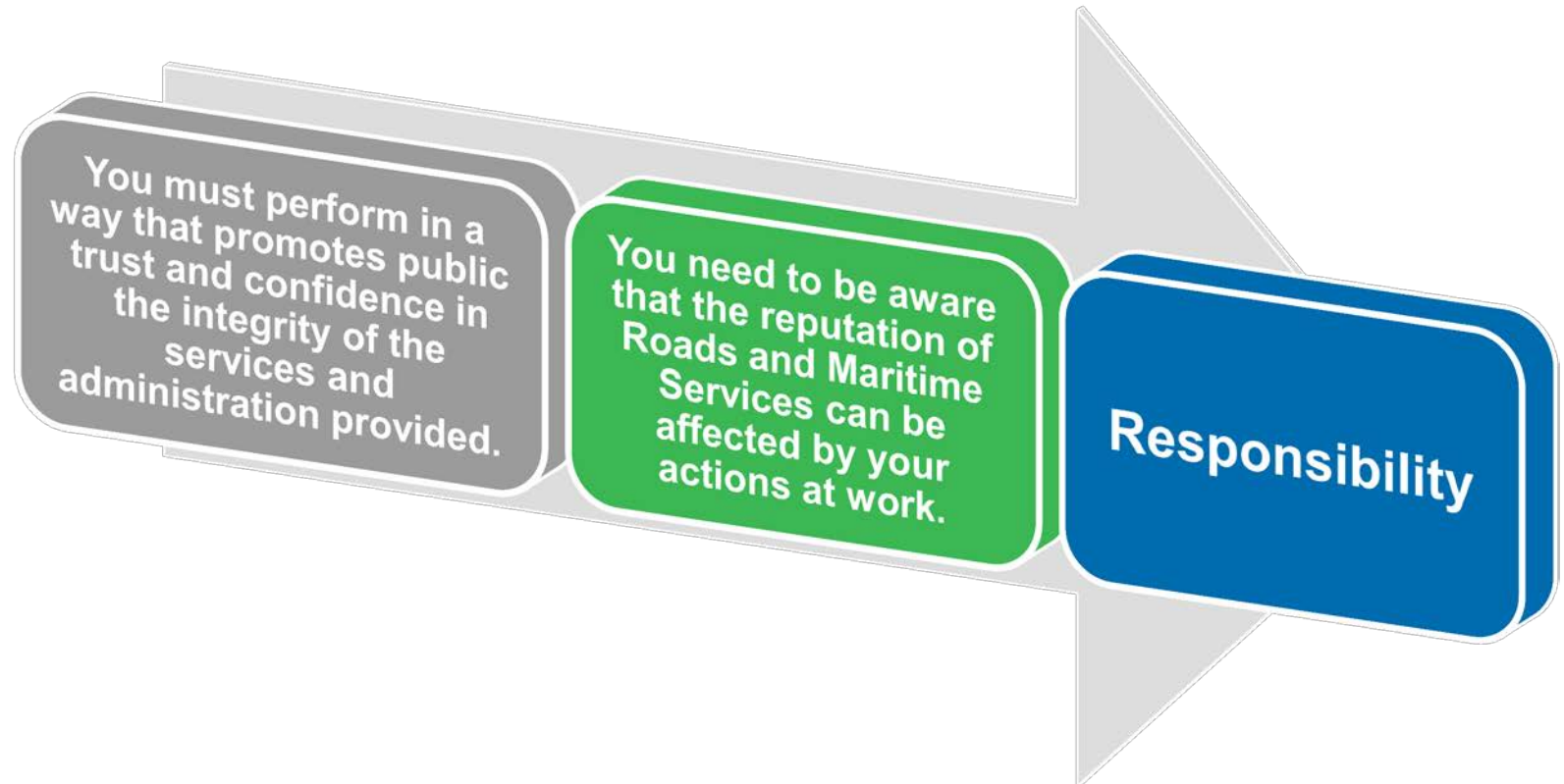
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# Code of Conduct

Responsibilities You are required to...

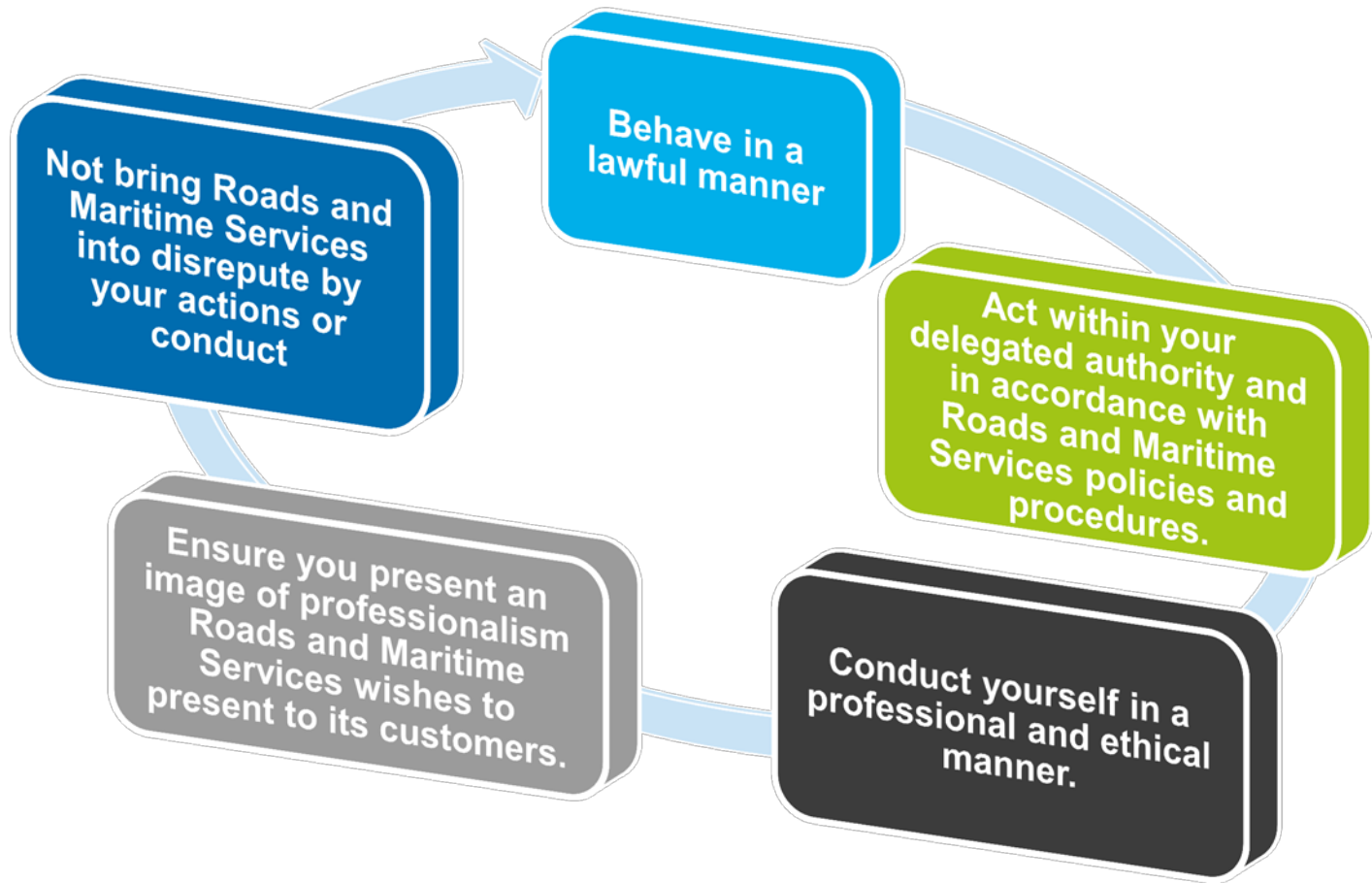
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# Code of Conduct

You are required to...

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# Code of Conduct

## Examples

### Behave in a lawful manner

- Wearing an approved seat belt when required *ARR 265*
- Complying with the Driving Instructor Regulation 2009 e.g. *Display of Driving Instructors Licence*
- Ensure all licence applicants comply with the *Australian Road Rules 2014*
- Ensure Assessment vehicles are registered and roadworthy *HVGDE002 Assessment Standards and Requirements*

### Act within your delegated authority and in accordance with Roads and Maritime Services policies and procedures.

- Pre & Post Assessment scripts are delivered correctly *HVGDE003 Conducting HVCBA Assessments*
- Applicants are assessed in accordance with HVCBA Assessment guidelines *HVGDE002 Assessment Standards and Requirements HVGDE003 Conducting HVCBA Assessments*
- Correctly completing logbooks and all training & assessment documentation *HVGDE002 Assessment Standards and Requirements HVGDE003 Conducting HVCBA Assessments*
- In- Cabin Camera policy & procedure *HVPOL002 Monitoring Heavy Vehicle Assessment using In-Cabin Camera*
- Record Keeping & Data management *HVGDE004 Record Keeping and Data Management*
- Meet the requirements of Fit & Proper Person Policy *PN276 HVCBA Fit and Proper Policy*

### Conduct yourself in a professional and ethical manner.

- The use of swearing or expletives whilst conducting Training & Assessment
- Obscene Gestures / Actions e.g. *Spitting out the window as training and assessment are being conducted*
- Inappropriate conversation topic e.g. *Topic of a sexual nature*
- Abusive behaviour against applicants e.g. *aggressive criticism if an applicant repeatedly makes the same error*
- Not discriminating against a person due to gender, sexual orientation, religious belief, race, age or disability.
- Act in a trustworthy manner

# Code of Conduct

## Examples

### **Ensure you present an image of professionalism Roads and Maritime Services wishes to present to its customers.**

- Ensure that what an Assessor wears to work is suitable for their duties
- Basic etiquette
- The use of a mobile phone during Training & Assessment by an Assessor. This is a distraction to both Applicant and Assessor. e.g. an Assessor not checking for traffic when required is a safety issue

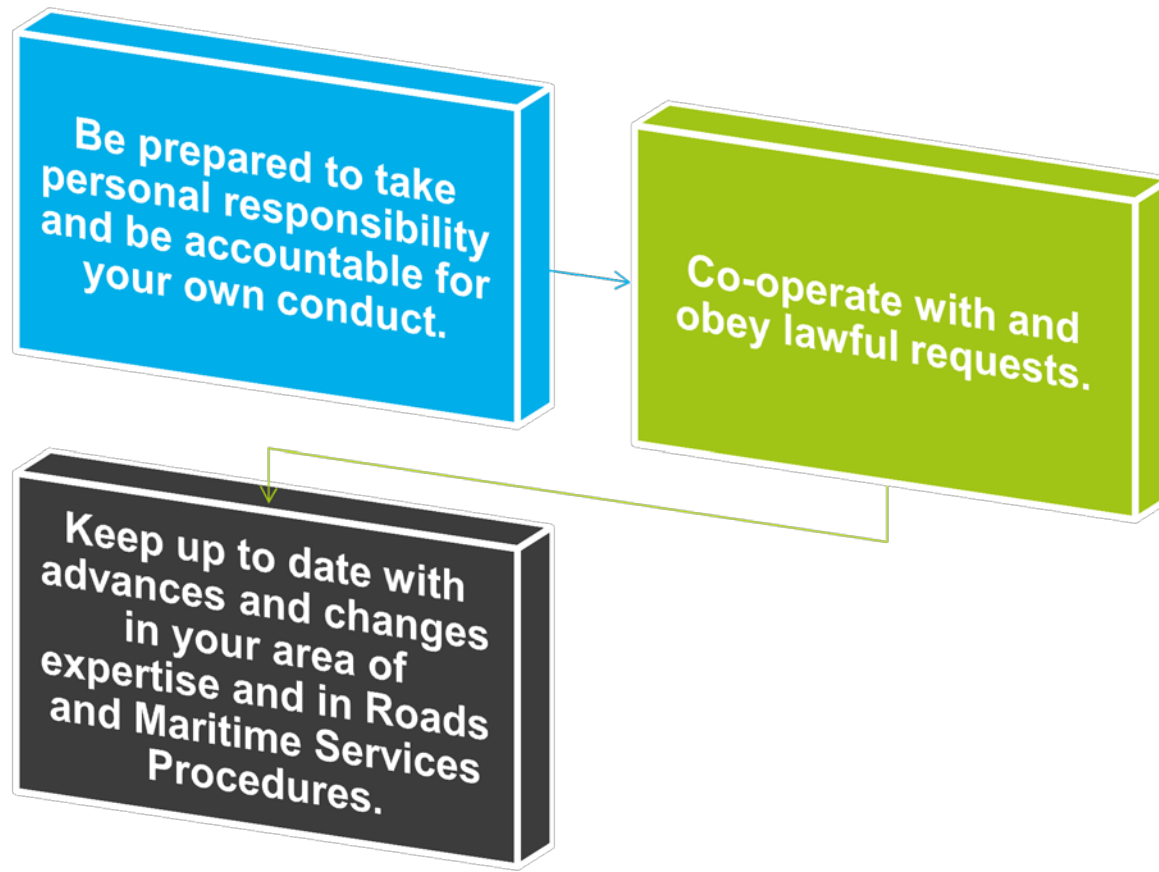
### **Not bring Roads and Maritime Services into disrepute by your actions or conduct**

- Derogatory comments made in relation to HVCBA Policies & Procedures E.g. In – Cabin Camera requirements
- Inappropriate use of social media i.e. posting derogatory comments
- Making false or mis-leading statements in relation to the function of Roads and Maritime in relation to Heavy Vehicle Driver Assessment
- Do anything that exposes Roads and Maritime to negative publicity or might reasonably be expected to bring Roads and Maritime into disrepute

# Code of Conduct

Responsibilities You are required to...

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# Code of Conduct

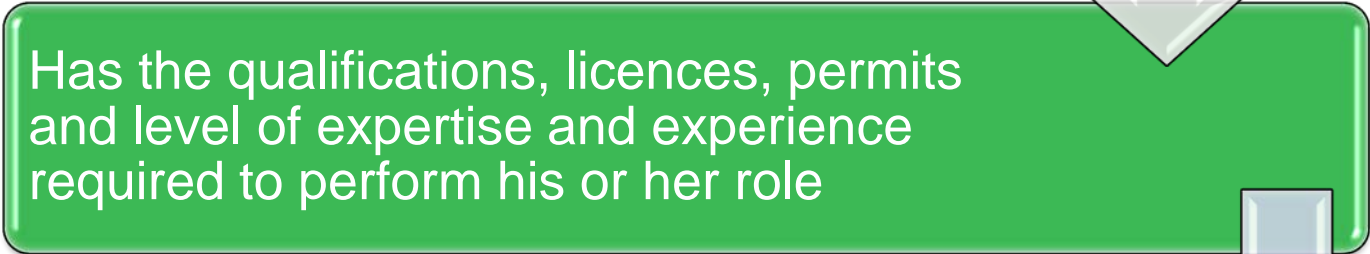
## RTO Responsibilities

*The **RTO** must ensure that each Trainer and each Assessor.*

Acts honestly, professionally and competently



Has the qualifications, licences, permits and level of expertise and experience required to perform his or her role



Does not bring the Roads & Maritime Service or the accreditation system into disrepute or ridicule.



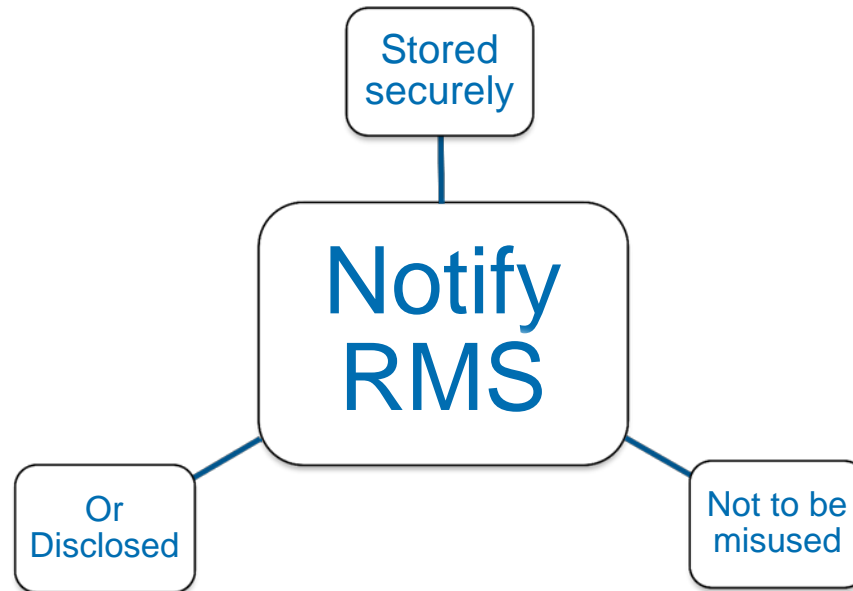


# Code of Conduct

## Confidentiality

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All official information and records acquired in the course of business are



Immediately notify **RMS** of any unauthorised access to, use or disclosure of any confidential information.

# Code of Conduct

## Conflict of Interest

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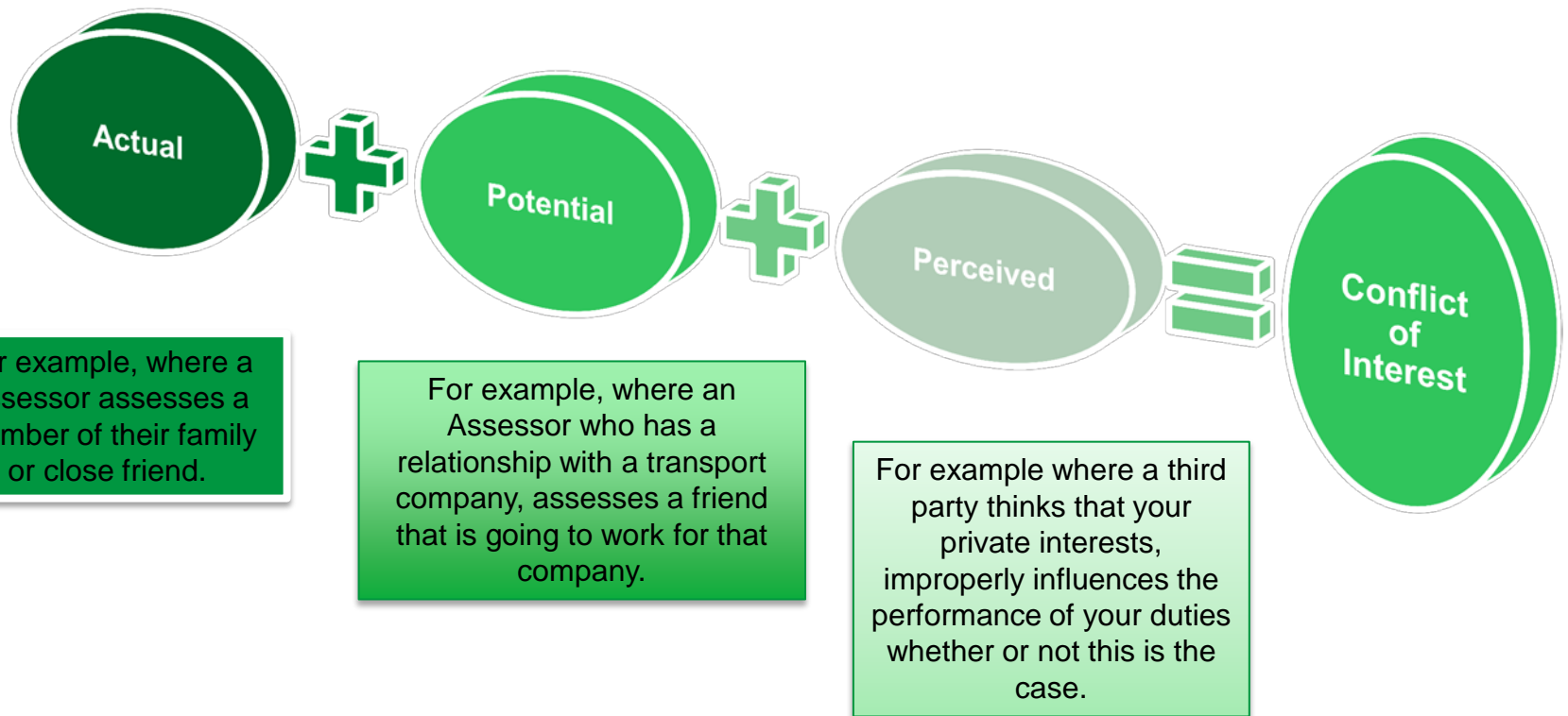
- A conflict of interest occurs when you are influenced by a private interest (financial or otherwise) when carrying out your work-related duties.
- A conflict of interest that knowingly leads to partial or biased decisions for personal benefit may constitute corrupt conduct.



# Code of Conduct

## Conflicts of interest may be...

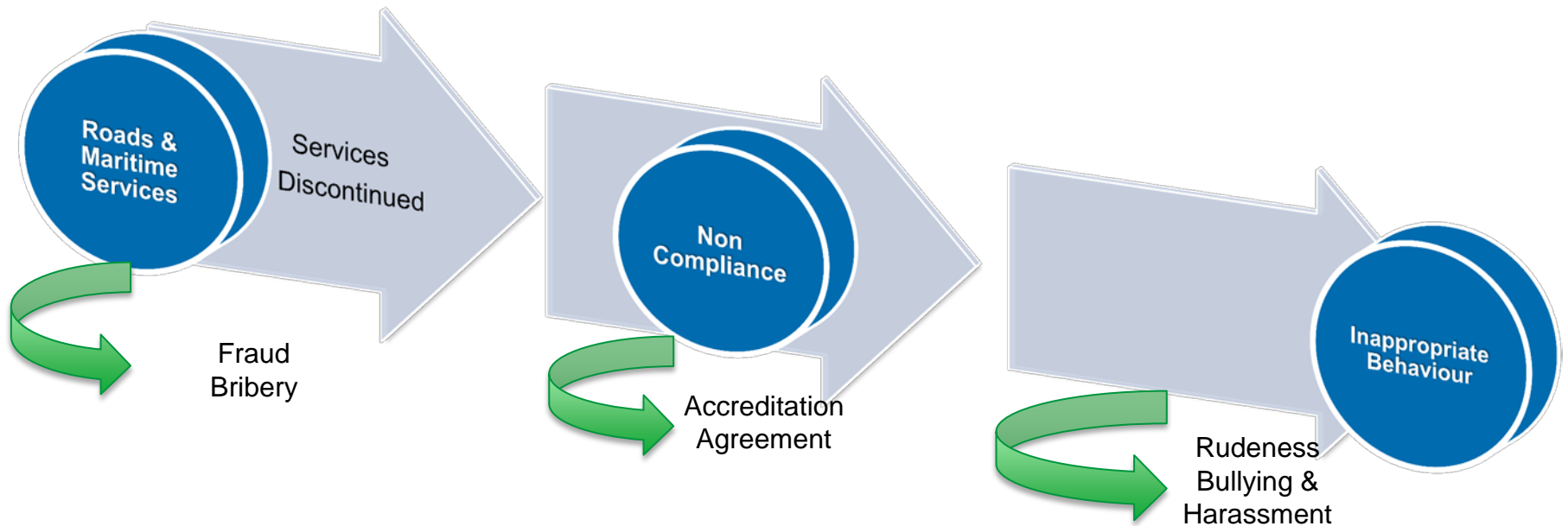
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# Code of Conduct

## Unprofessional Conduct

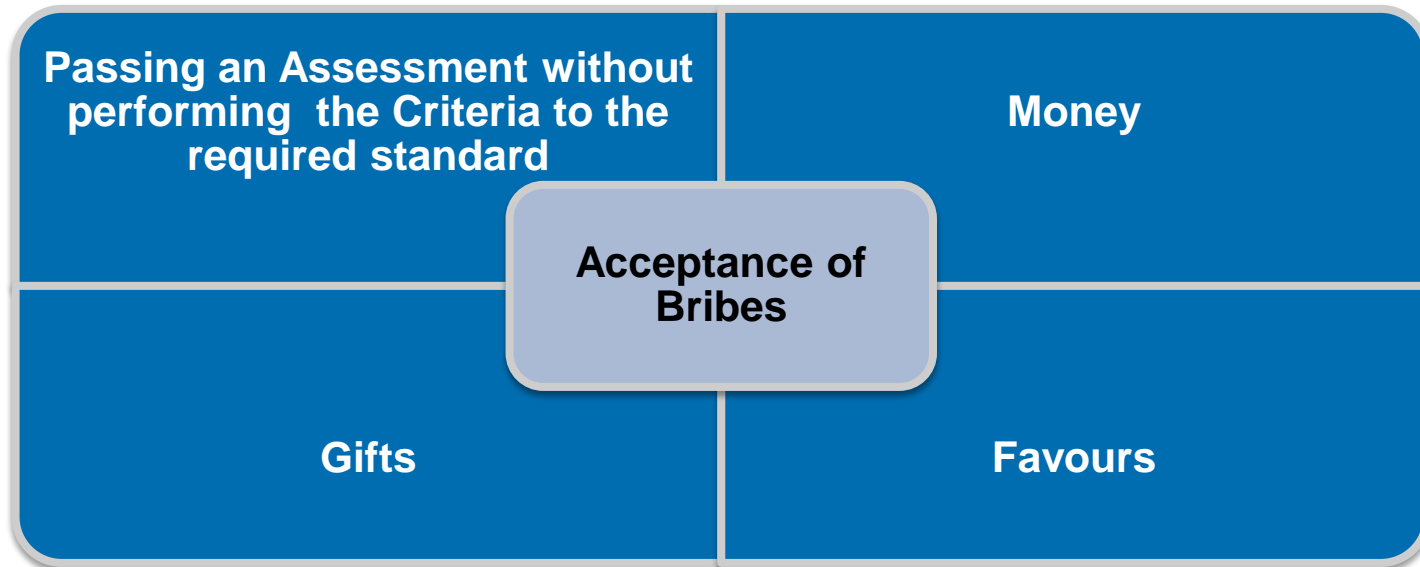
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# Code of Conduct

## Acceptance of Bribes

Most people involved in issuing and obtaining licences are honest



As a RMS Provider, you are subject to the same requirements of honest, ethical and fair conduct as RMS employees.

# Code of Conduct

## Acceptance of Bribes

### Acceptance of Bribes

It is a criminal offence to offer or accept any payment gratuity, or present in consideration of any act pertaining to your duties as an RTO or Assessor for RMS.

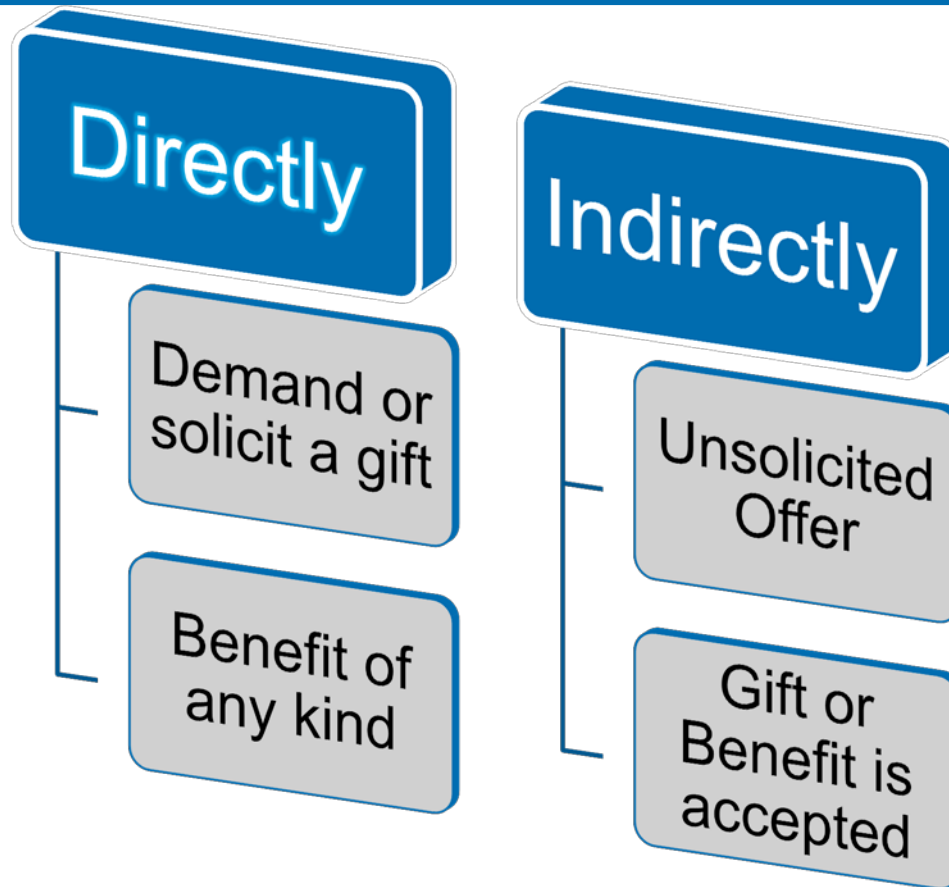
Penalties are severe and include fines and imprisonment

As an Assessor or RTO you are performing a public official function and as such your actions can also be investigated by the Independent Commission Against Corruption (ICAC).

# Code of Conduct

## Acceptance of Gifts or Benefits

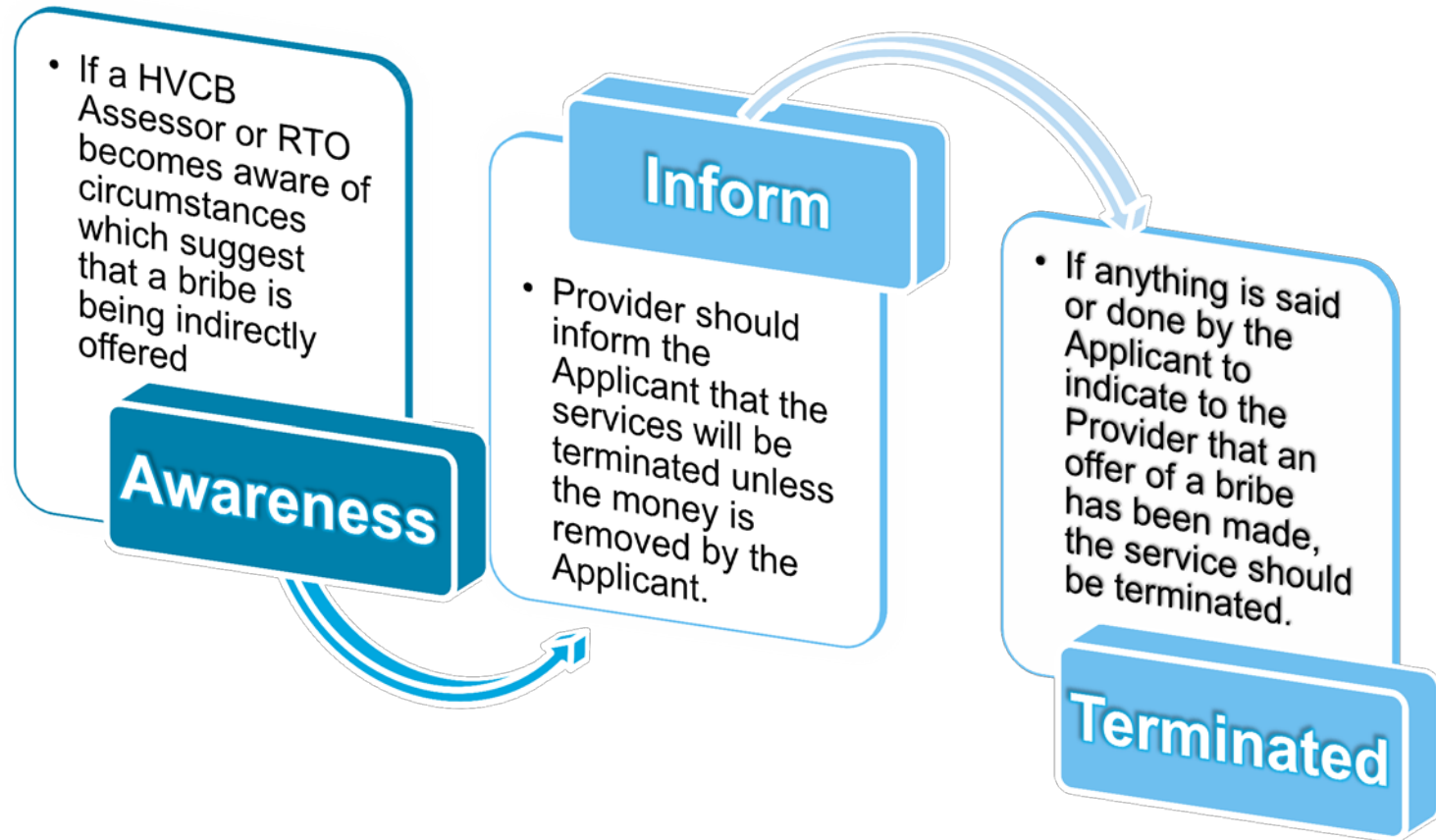
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# Code of Conduct

## Indirectly Offered Bribes



# Code of Conduct

## Reporting

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### Reporting of Corrupt Conduct

Whenever an offer of a bribe is made to an HVCBA Assessor or RTO, the **procedures** outlined should be followed.

### Bribes, Corrupt Practices Action in Relation to Bribes

It is an offence to offer or accept any payment, gratuity or present in consideration of a person doing or omitting to do any act pertaining to your duties as a HVCBA Assessor or RTO.

Follow the Reporting  
Procedures

# Code of Conduct

## Procedures

### Reporting

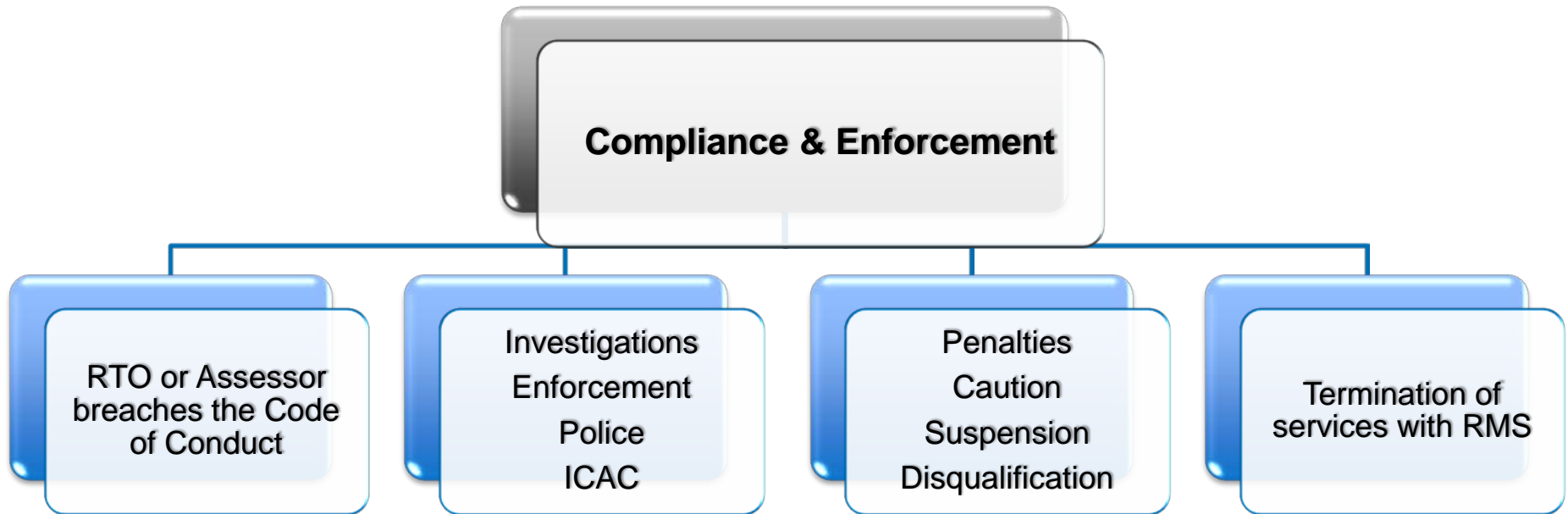
Whenever an offer of a bribe is made to a representative from an RTO or an Assessor (or other personnel).

- 1 • The incident should be reported to their employer at the first opportunity.
- 2 • The NSW Police Service should be immediately notified and the names of the attending Police Officers and their Police Station are to be recorded.
- 3 • RMS is also to be informed at the first opportunity.
- 4 • Reports of suspected corruption must be made to the RMS Principal Manager Corruption Prevention and Investigation on (02) 8588 5836 or the General Manager Governance Branch on (02) 8588 4151 or RMS Fraud and Ethics Hotline on 1800 043 642 or the Independent Commission Against Corruption (ICAC) on (02) 8281 5999.

# Code of Conduct

## Compliance and Enforcement

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# Code of Conduct

## Summary

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**This presentation of Code of Conduct has had three main aims and objectives:**

